

School of Law: Support Team Roles 2011-12

We aim to provide a professional, efficient and effective support service for the School of Law. The following document includes a brief summary of each member of the team and our main responsibilities. In general we try to ensure that we provide all standard administrative process to enable the School to deliver teaching, assessment, timetabling and room bookings, research and knowledge exchange support and people, financial and resource management.

You will find that you can get full support for the collation, production and distribution of all teaching, assessment and feedback related materials either from the Teaching Office for Undergraduate (UG) Teaching or the Postgraduate (PG) Office for PG Teaching. These offices will also assist with timetabling, room bookings and tutorial and class administration. The Research and Knowledge Exchange Office will support all administration related to applying for research funding, research staff appointments, monitoring of ongoing funding, support for events and support for the administration related to Research Clusters and Research Centres. The Resources Team will look after all staff recruitment (other than research), contracts and payments for temporary or casual staff, financial processes such as expenses claims and oversight and management of the estate. Between us all we try to ensure we provide support for all of the School committees, setting up meetings and events and ensuring work related materials are posted out or sent by courier.

If you are looking for assistance with a particular work related task and cannot see below who might be able to help with this please ask at reception. Every effort will be made to help out but there may be some tasks that we simply cannot accommodate due to workloads and time pressures (for example we cannot provide personal typing services or always provide a photocopying service of materials other than that required for teaching or School/College/University related administration.) Please note this is a work in progress so please do not hesitate to contact the School Administrator if you have any queries or suggestions for additional content.

School Administrator (Lisa.Kendall@ed.ac.uk)

Head of Administration and in overall charge of support team.

Contact for guidance re strategic planning, financial management, planning statistics, high level management issues including cases for new staff appointments, new income generating activities, items for SMG or School consideration etc, authorisation of salary payments/large orders and authorisation of research grants (IRGs and finance packs).

Contact for Freedom of Information or Data Protection requests.

Contact for all grading requests, Post Request Approval Forms and formal recruitment approvals, also contact if have queries about University, School or College policies and/or procedures.

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Resources Team (Estates, Finance and Human Resources plus general queries)

Resources Administrative Officer (Morag.Cherry@ed.ac.uk)

Senior Admin person in overall charge of all matters relating to financial processes and human resources. School Health and Safety Officer and Buildings Manager including estates strategy and management. Collates all School Committee dates and is secretary to School and SMG.

Contact for financial reports, tutor timesheet queries, eIT and other financial systems authorisations, staff and tutor recruitment (non-research), Honorary Fellows, External Teaching payments and contracts.

Contact for academic staff promotions, PDR and annual appraisal process and also contact for training and induction guidance.

Contact for School and SMG papers

Contact for Healthy and Safety issues (including accidents), Estates Strategy (room moves), Security incidents.

Morag is line manager for James Gilmour and Sara Hall.

Finance/Reception Administrative Assistant (James.Gilmour@ed.ac.uk)

Day to day financial processing with support for staff recruitment and back up for reception. Key Manager (holds full set of keys for all areas owned by School of Law), Telephone and Door Manager and secretary to School Computing Committee.

Contact for general queries, tutor timesheets, ad hoc payments including school funded research assistants, expenses claims, CITSEE travel bookings.

Contact for estates projects such as redecorations and refurbishments, telephone problems or requirements for new telephone or network ports.

Contact for staff requiring out of hours access to the School

General Administrative Assistant (Sara.Hall@ed.ac.uk)

Main receptionist, post and courier deliveries and sending, travel bookings, stationery ordering, maintenance and fault reporting. Also supports collation of Course Audit files, checking of room bookings and provides general administrative back up to the School. Also provides assistance with general enquiries to School and to PG.Law.

Contact for all estates fault reporting (eg broken light bulb/broken lift), stationery orders, photocopier faults, toner and paper orders. Also contact for postal or courier queries.

Contact for travel bookings

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Undergraduate Team

Academic Administrative Office (Jessica.McCraw@ed.ac.uk)

Has overall responsibility for all UG Academic Matters including Programme and Course changes or setting up of new programmes and courses, Law Society Accreditation, all reviews including TPR, PPR, ELIR etc, Secretary to Board of Studies, UG Exam Boards, Progression Hearings, in overall charge of DPS entries, support to QAE Director and administration of QA report, manages Teaching Office Team and is secretary to JSC.

Head of Teaching Office (Carole.Moore@ed.ac.uk)

In overall charge of day to day running of UG Teaching Office (TO) and line manager to TO staff. Responsible for Ordinary Course Tutor recruitment, tutorial management and liaison with Tutor Mentor and Finance and Resources team on tutor issues, Course administration and management, collation and checking of assessment data and Secretary to UGSC.

Contact for all UGSC matters, Ordinary course tutor requirements, Course Organisers guide

TO Undergraduate Administrative Secretaries (Heather.Haig@ed.ac.uk Krystal.Hanley@ed.ac.uk and Susan.Leask@ed.ac.uk)

All members of the TO team provide full administrative support to all UG Course Organisers including collation of course materials, uploading to Courses pages on website and distribution to students, assessment support including collation of essay questions and exam questions, gaining approval for questions, processing and distribution of marks and feedback and all other administration and QAE procedures linked with UG teaching. In addition the team support timetabling, room booking and tutorial allocations and management.

For the details of who looks after each area please refer to <http://tinyurl.com/5uyvjfa>
Please note that the allocation of responsibility is broadly in line with Teaching Team organisations.

Krystal Hanley is also Secretary to the School Library Committee

The Teaching Office has a generic email for use by all tutors and students and this is Law.teachingoffice@ed.ac.uk

Undergraduate Honours Senior Secretary (Liz Mack Elizabeth.Mack@ed.ac.uk)

Provides support for Honours Course Allocation, Honours Dissertation coordination (Course Secretary for Hons Dissertation), responsible for UG external examiners contracts and payments and administration of prizes and UG Scholarships.

Outreach and Study Skills Officer/Programme Director for Graduate LLB (Lindsay.Kelly@ed.ac.uk)

Responsible for coordination and management of all outreach and WP activities including Pathways and our main link with student recruitment and admissions. Organises and oversees PALS and SLUG and is a primary contact for study skills guidance in the School. As Programme Director for Graduate LLB assists with recruitment and conversion activities and acts as point of contact for all on-programme students.

Student Support Team

Please note that general enquiries to this team can be addressed to Law.SSO@ed.ac.uk

Student Support Officer (Anne.S.King@ed.ac.uk)

Responsible for all matters relating to Undergraduate student support including provision of advice and guidance, allocation to Directors of Studies, updating and maintenance of student records including course allocations, provision of support to Senior DoS, coordination of Erasmus exchange and visiting students.

Contact for all admissions queries, contact for all DoS queries, first point of contact for all on-course students, special circumstances queries, Freshers week activities, exchange and visiting student queries.

Student Support Assistant (Teresa.Jones@ed.ac.uk)

Support with student administration including confirmation of attendance, course registration, student files, coordination of Open Days and attendance monitoring processes. Teresa works part time and is in the office Tuesday, Wednesday and Friday 9.00-12.30 and Thursday 9.00-4.30.

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Postgraduate Team

Graduate Manager

To be confirmed

Please note that the generic contact email for the PG Office is PG.Law@ed.ac.uk

Postgraduate Research Administrator (Aimie.Little@ed.ac.uk)

Responsible for all administrative support for doctoral research students and LLM by research students. Provides administrative support to Director of Doctoral Training Programme and liaison with College Postgraduate Office on PGR issues. Attends Postgraduate Research Committee

Contact for all PGR and LLM by Research enquiries, admissions, on programme support including panels, scholarships, funding, and examinations.

[Please note strategic issues about PG management and Scholarships should be referred direct to the Graduate Manager.]

Postgraduate Administrative Assistants (Amanda.Mackenzie@ed.ac.uk and Douglas.Thompson@ed.ac.uk)

Amanda and Douglas are responsible for oversight of all PG.Law enquiries, admissions processing, liaison with College and post offer communication and for all on programme support covering on-campus PGT students. They also provide administrative support to Programme Directors and Course Organisers which includes support for collation and distribution of course materials, updating of course pages, collating of assessment information, support for all assessment including Pebblepad administration, contacting and arranging contracts for external examiners and any other support required to enable delivery of masters programmes and courses. Amanda and Douglas share support for the PGTC.

Amanda is the primary contact for:

LLM Commercial Law,
LLM Comparative and European Private Law
LLM Competition and Innovation,
LLM General,
LLM Innovation Technology and the Law,
LLM IP Law and liaison with SCRIPT regarding eLLM programmes

Also Amanda is the contact for Africa LLM/MSc, Binks and other PGT Scholarship issues.

Douglas is the primary contact for:

LLM European Law,
LLM Global Environment and Climate Change,
LLM International Law,
LLM International Economic Law,
LLM Law and Chinese
MSc Criminology and all joint programmes with SPS.

Individual course allocation is closely aligned to the programme distribution above and further details can be obtained from the PG office.

Communications and Knowledge Exchange Officer (Simone.Hull@ed.ac.uk)

Simone role is responsible for updating all recruitment materials and programme promotion information, development of new recruitment materials especially for PG and overseas UG recruitment and updating and development of PG web pages and the School News Pages. Simone also has significant responsibilities in assisting with Knowledge Exchange, Research Dissemination, promotion of Impact, collation of impact information and development of media strategies for the School.

Simone provides administrative support for the Impact Subgroup and for the Futures Forum.

Contact Simone for all marketing related enquiries and for items for the news pages.
Contact Simone to request market testing (which will be done by Communication and Marketing) for new courses and programmes
Contact Simone to discuss research dissemination and Knowledge Exchange

Distance Learning Manager and KE Director (E.Jackson@ed.ac.uk)

In overall charge of coordination and management of all e-LLM and e-CPD in the School. Also the liaison between School, College and University on all KE issues. Coordinates e-LLM programme and course updates, developments and tutorial management.

Distance Learning Student Support (Clare.Neilson@ed.ac.uk and Caroline.Graham@ed.ac.uk)

Responsible for all student support for distance learning programmes from initial enquiry and admissions through to final assessment. Provide support and guidance to all Course Organisers and Programme Directors for distance learning programmes.

Please note Clare is in the office Tuesday to Friday.

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Centre for Professional Legal Studies (CPLS)

Graduate Manager (tbc)

In overall charge of CPLS coordination and development of policies and procedures including QAE and day to day administration. Administrative support for Director of CPLS.

CPLS Administrative Officer (Jane.McKenzie@ed.ac.uk)

Day to day running of the Admin office in Bristo square. Responsible for enquiries, admissions and on-programme support for all full-time Diploma students. Support for CPLS staff, including external tutors. Development of admin procedures and materials for the Diploma, with specific responsibility for the PCC.

CPLS Administrative officer (Margaret.Stewart@ed.ac.uk)

Day to day running of the Admin office in Bristo square. Responsible for enquiries, admissions and o- programme support for all full-time Diploma students. Support for CPLS staff, including external tutors. Development of admin procedures and materials for the Diploma, with specific responsibility for examinations.

CPLS Administrative Officer part time (L.Smith16@ed.ac.uk)

Responsible for enquiries, admissions and on-programme support for all part-time Diploma students. Development of admin procedures and materials for the part-time Diploma. Admin support for the Free Legal Advice Centre, including dealing with enquiries, appointments and front-of-house during clinic times.

Please note Laura works 11am-4pm, Monday to Thursday out of semester, and 4-9pm, Monday to Thursday in semester time.

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Research and Knowledge Exchange Office

Head of Research and Knowledge Exchange Office (Alison.Stirling@ed.ac.uk)

In overall charge of all Research administration including initial funding queries, applications and award management. Line manager for Events Administrative Assistant and Head of School's Secretary/Research Centre Administrative Assistant.

Contact for all queries relating to research funding applications, research finances and administration, research staff issues including research staff PRAFS and recruitment, research reporting, MacCormick Fellows. Initial point of contact for REF administration and PURE publications repository and is secretary to School Research Committee.

Events Administrative Assistant (Lorna.Gallacher@ed.ac.uk)

Responsible for coordination and oversight of all Academic School events and administrator for the MacCormick Fellowship Programme.

Contact for all queries relating to event planning and coordination including, lectures, seminars, workshops, conferences including those run on behalf of internal research centres and also shared or reciprocal arrangements with other institutions
Secretary to Visitor's Committee.

Head of Schools Secretary/Research Centre Administrative Officer
(Christine.Goulding@ed.ac.uk)

Responsible for Head of School's diary and correspondence management including collation of promotions papers.

Contact for all appointments with Head of School (HoS), contact for all HoS correspondence and coordinates when HoS signature required or HoS approval is needed eg funding applications.

Christine also provides administrative support for research activities including post award funding, budget oversight to all internally funded research centres, receipt and coordination of applications to the Disbursements fund for research assistance, small events and conference travel and she is the lead administrator for the Academic Visitor Programme. In addition Christine is the secretary to the Research Ethics and Governance sub group.

Contact for all issues relating to internal research centres such as budget monitoring queries and annual reports. Contact for all School based research funding such as research assistance, conference travel and registration and small seminars and workshops (**Disbursements applications**) and also for research related travel.

Contact for all expenses/payments and initial queries relating to post award funding.

Contact for academic visitors and staff wishing to enquire about Visitors programme.

Communications and Knowledge Exchange Officer (Simone.Hull@ed.ac.uk)

This role is responsible for updating all recruitment materials and programme promotion information, development of new recruitment materials especially for PG recruitment and updating and development of PG web pages and the School News Pages. Simone also has significant responsibilities in assisting with Knowledge Exchange, Research Dissemination, promotion of Impact, collation of impact information and development of media strategies for the School.

Simone provides administrative support for the Impact subgroup and the Futures Forum.

Research Publications Assistant (Karen.Baston@ed.ac.UK)

This is a fixed term role to assist with REF-readiness. Karen will provide assistance with updating publication information on the individual staff pages. She will also ensure that the School publication data is merged onto the central PURE database and will provide the first wave of guidance and training for the School during the transition to PURE. Contact Karen for advice about getting your publication information into your own staff profile page.



SSRN

Chloe Kennedy, a current PhD student, is our SSRN assistant in 2011-12. She will input all papers submitted through our SSRN system and provide regular updates on the number of papers submitted.

Early Career and Contract Researchers

Stephen Thomson, a current PhD student, will act as Secretary to this Group in 2011-12 and will be working closely with the ECCR staff to develop support proposals.

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Computing and IT Support Team

IT Manager (Nick.Dyson@ed.ac.uk)

Manages School IT including IT strategic planning and updates, equipment purchases and replacements, computing labs, staff and student onsite IT support and general advice and guidance for IT issues. Line Manger to computing support officer and works closely with School Computing Committee Convenor to develop School IT policies and procedures.

Contact for all initial queries about IT equipment/software purchases, contact for IT planning advice regarding funding applications, contact if seeking guidance about electronic management of processes such as assessment, tutorial sign up etc

Computing Support Officer (Law.Support@ed.ac.uk or a.kirkhope@ed.ac.uk)

Initial point of contact for all general IT support including usernames, password failures, network problems, general IT problems, AV equipment issues (in Old College or Bristo Square rooms) and also for VRS.

AV equipment for teaching must be requested at the time of setting up the class and we will request this when we make the room booking but please note that this equipment is provided by a central service referred to as LTSTS and they also provide the support for this equipment. If you need guidance about using AV equipment in the first instance please check the instructions provided by LTLS, we can also offer brief training sessions ahead of your teaching to ensure you are familiar with the equipment provided by the University. If you need specific equipment please do discuss this with the IT manager in the first instance to see if the School can help with this.

If the AV equipment is faulty or not working you may contact Law.Support@ed.ac.uk if the room you are using is in Old College but if you are off the Old College site please contact LTLS direct at the number which will be provided next to the equipment (50 4097). Please note the School IT team is very small and although they provide onsite support as far as possible limited resources may mean that certain issues may need to be referred to Information Services and AV equipment

problems may be referred to LTSTS. If you cannot reach Nick or Alistair please call 51 5151.

January 2012